

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Fall 1983 Meeting



Cliffside Inn

Harpers Ferry, West Virginia

November 3 - 5, 1983

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

FALL 1983 MEETING

Harpers Ferry, West Virginia

PROGRAM COMMITTEE

Bruce Ambacher, Chair, National Archives
Fred Armstrong, West Virginia State Archives
Anne Effland, West Virginia University
John Hackett, Library of Congress
Brenda Beasley Kepley, National Archives
Sara Stone, National Archives
Tim Walch, National Archives

LOCAL ARRANGEMENTS COMMITTEE

Anne Effland, Co-Chair, West Virginia University
Jean Elliott, Co-Chair, Shepard College
Mike Musick, National Archives
Sara Stone, National Archives
Judy Thorne, National Archives

EXHIBITORS

Conservation Resources
Information Conservation Inc.
Pohlig Brothers

PROGRAM

THURSDAY, NOVEMBER 3, 1983

- 6:00 - 9:00 p.m. Registration Desk open
- 3:00 - 6:00 p.m. Steering Committee Meeting
Potomac Room
- 8:00 p.m. -- Hospitality Suite open
Morgan Room

FRIDAY, NOVEMBER 4, 1983

- 6:30 a.m. Running Tour
- 8:00 a.m. - 4:00 p.m. Registration Desk open
- 8:00 a.m. - 4:00 p.m. Membership Desk open
- 8:00 - 9:00 a.m. Coffee/Tea/Biscuit Hour
- 9:00 a.m. - 4:00 p.m. Exhibitors open
- 9:00 - 10:30 a.m. Sessions

STATEWIDE HISTORICAL RECORDS ASSESSMENT PROJECTS Parlor C

This panel will discuss NHPRC-sponsored state historical records assessment projects recently completed in four MARAC states. The panelists will focus on the practical lessons learned in conducting these projects and on plans for implementing the recommendations.

Chair: Larry Hackman, New York State Archives

Panel: Bruce Dearstyne, New York State Archives
Leon Stout, Pennsylvania State University
David Cashour, New Jersey State Library
Lou Manairn, Virginia State Archives

Comment: Edie Hedlin, NHPRC

ADAPTIVE REUSE AND RENOVATION FOR ARCHIVES
Jefferson Room

A recent renovation/expansion project will be discussed as a process from the ideal to compromise. A project funder and an architect will respond.

Chair: Frank M. Suran, Pennsylvania Historical and
Museum Commission

"Space Enough for Another Ten Years"
Elizabeth Miller, Columbia Historical Society

"The Funder's View of Your Plans"
Thomas S. Kingston, National Endowment for the
Humanities

"The Archivist Talks to the Architect"
Michael H. Finch, Environmental Planning and
Research

SENSITIVE RECORDS
Morgan Room

Processing and accessioning sensitive records relating to the activities of psychiatrists, psychologists, social workers, and other behavioral scientists and their patient interactions raise legal, moral, and ethical issues. Panelists will focus on how these issues have been handled.

Chair: Adele Lerner, New York Hospital

"Processing Sensitive Papers in Manuscript Depositories"
Robert Sink, New York Public Library

"Access to Sensitive Records in Archives"
Nancy McCall, Johns Hopkins University

Comment: Adele Lerner

PRACTICAL USES OF COMPUTERS IN ARCHIVES
Berkeley Room

This workshop will focus on how to select micro and mini computers for use in archival settings, what to look for, the uses and limits of micros and minis, the advantages and applications of certain features, and the basic terminology encountered. Enrollment is limited to 20.

Instructor: Edward Weir, National Archives

FRIDAY 10:45 a.m. - 12:15 p.m. Sessions

WRITING THE ARCHIVAL HISTORY OF
THE MID-ATLANTIC REGION
Jefferson Room

Research into the history of archival administration offers a new and refreshing perspective on archival work. Panelists will focus on selected aspects of the history of archival work in the MARAC region.

Chair: Roland Baumann, Pennsylvania Historical and
Museum Commission

"Archives in the Empire State: A Political History"
Bruce Dearstyne, New York State Archives

"No Stack Rats on Mahogany Row: Writing the History
of the First Generation of Federal Archivists"
Rodney A. Ross, National Archives

"The Most Ambitious Archival Project in American
History: Looking Back on the WPA Historical Records
Survey"
Edward F. Barrese, National Archives

Comment: Roland Baumann

MOVING AN ENTIRE ARCHIVES
Morgan Room

Archivists and manuscript curators recently involved in planning and executing the move of an entire archives or major collection discuss the obvious and not-so-obvious aspects of such a move.

Chair: John Hackett, Library of Congress

Panel: John D. Knowlton, Library of Congress
Linda Henry, American Psychiatric Association
William Cunliffe, National Archives

DEALING WITH CONGRESSIONAL COLLECTIONS
Parlor C

The formation of an SAA Committee on Congressional Papers represents a recognition by the archival profession of the many and varied problems archivists face when dealing with Congressional collections. Panel members will discuss their experience working with and locating the papers of former and current Senators, share their observations of problems common to such collections, and offer possible suggestions and solutions to some of these problems.

Chair: David Kepley, National Archives

Panel: Patricia Aronsson, United States Senate
Kathryn Allamong Jacob, United States Senate
Historical Office
Mary Boccaccio, State University of New York -
Stony Brook

DOCUMENTING VOLUNTEERISM
Parlor B

Archivists collecting pertinent materials to document the activities of volunteer organizations face significant frustrations and rewards. The speakers will focus on how to save the relevant materials that document volunteer efforts to influence such diverse aspects as politics, diplomacy, the economy, and conservation.

Chair: Jacqueline Goggin, Library of Congress

Speakers: Jean R. Soderlund, Peace Collection,
Swarthmore College
L. L. Holmes, Appalachian Trail Conference

Comment: Jacqueline Goggin

DISASTER PLANNING
Berkeley Room

This workshop focuses on developing an institutional disaster plan. After initial instruction in initiating disaster planning, the focus will be on completion of a workbook on disaster planning. Enrollment is limited to 25.

Chair: Karen Jefferson, Howard University

Instructor: Barbara Jones, Fashion Institute of
Technology

FRIDAY 12:30 - 2:00 p.m.

LUNCHEON
Cliffside Room

Welcome: Bradley Nash, Mayor of Harpers Ferry

Address: "The Historical Significance of Harpers
Ferry"

Dennis Frye, National Park Service

FRIDAY, 2:15 - 3:45 p.m.

PROFESSIONALIZATION OF
RELIGIOUS ARCHIVES
Jefferson Room

These archivists working in religious archives will relate their experiences in imposing professional standards upon their collections, their institutions and themselves and will discuss what steps must be taken to ensure all religious archivists and their archives adhere to professional standards.

Chair: John Peterson, Lutheran Archives Center

Speakers: Sister Margaret Brennan, SSJ, Diocesan
Archives, Diocese of Wheeling-
Charleston
Guy Edminston, Central Pennsylvania Synod,
Lutheran Church in America

Comment: John Peterson

APPRAISING LOCAL TELEVISION NEWSFILM
Morgan Room

Archival principles for collecting, processing, preserving and providing access to local "newsfilm" must be modified in light of the current practices of local television news operations. The speakers will address the problems of locating and appraising newsfilm and strategies for preventing erasure of old newsfilm in order to reuse the videotape. The issue of when to perform preservation on news film and videotape will also be discussed.

Chair: Fred Armstrong, West Virginia State Archives

Speakers: Richard Fauss, West Virginia State Archives
Rick Gauthier, Film Services, WRS-TV
Pittsburgh

Comment: Fred Armstrong

LOCAL GOVERNMENT RECORDS
Parlor B

The role of state governments in coordinating local records management programs and of both state and local governments in securing legislation and funding, disseminating information, developing constituencies, and preserving local government records.

Chair: Pat Vanorny, Maryland Hall of Records

"Chester County Archives: Sharing Responsibility for Local Records"

Jack McCarthy, Chester County Archives

"Kentucky's Local Records Demonstration Project"

Margret Merrick, Kentucky State Archives

Comment: Pat Vanorny

ARCHITECTURAL RECORDS: ACCESS AT LAST
Parlor C

Three important new developments in access to architectural records utilizing different kinds of computer technology are highlighted.

Chair: Susan Stein, American Institute of Architects Foundation

"HABS/HAER On-Line"

Alicia Stamm, Department of Interior

"National Union Index to Architectural Records on Computer"

Mary Ison, Library of Congress

"The Right Word, and How to Find it"

Jay Chewing, Art and Architecture Thesaurus
Bennington College

NATIONAL PARK SERVICE DESIGN CENTER TOUR
National Park Service

The tour will include the interpretative laboratories which develop the interpretative media for all National Park Service facilities including informational literature, posters, handbooks, signs, and audio-visual materials; the museum laboratories which have responsibility for the conservation and preservation of artifacts; the library; and the archives. Enrollment is limited to 25.

Tour Guides: Susan Cadwallader, NPS
David Nathanson, NPS
John Demer, NPS

FRIDAY, 4:00-4:40 p.m.

AFFINITY GROUP MEETINGS

Religious: Potomac Room
College & University: Parlor B
Business: Shenandoah Room
Museums, Libraries, & Historical Societies: Parlor C
Government: Jefferson Room

4:45 - 5:15 p.m. STATE CAUCUS MEETINGS

New York: Jeffersom Room	Maryland: Parlor C
New Jersey: Shenandoah Room	Delaware: Parlor B
Pennsylvania: Morgan Room	Virginia: Parlor C
District of Columbia: Potomac	West Virginia: Parlor B

FRIDAY, 5:30 - 7:00 p.m.

RECEPTION

Stowell Galleries
769 Washington Street
Harpers Ferry, WV

Parking behind gallery and on side streets.

The Applachian Trail Conference Archives, adjacent to the Stowell Galleries will be open for tours.

8:00 p.m. - Hospitality Room open

SATURDAY, NOVEMBER 5, 1983

6:30 a.m. Running Tour

8:00 - 10:00 a.m. Registration Desk open

8:00 - 10:00 a.m. Membership Desk open

8:45 - 10:15 a.m. Breakfast and Business Meeting
Parlors A and B

10:30 a.m. - 12:00 p.m. Sessions

DOCUMENTING HIGHER EDUCATION
Morgan Room

Records of institutions of higher education can document the changing roles of the institutions and of their students. The speakers will illustrate the changing roles of traditionally black and female colleges and how college archival materials can be used to demonstrate the changing roles of blacks and females in higher education and in society.

Chair: Greg Hunter, United Negro College Fund

Speakers: Lucious Edwards, Virginia State University
Sister Bridgett Engelmeyer, College of
Notre Dame, Baltimore

Comment: Greg Hunter

CONSERVATION IN ARCHIVES: DEALING WITH THE MASS
Jefferson Room

In the art world, the conservator considers the conservation/restoration of single works of art. In the archival world, archivists must necessarily consider how best to preserve hundreds, perhaps thousands, of documents at a time. Whether in small manuscript repositories or large state and Federal archives, the challenge to the archivist is the preservation of thousands of records with limited conservation resources. The panel members will discuss

the pros and cons of archivists becoming more knowledgeable activists in the conservation of records placed in their custody.

Chair: Alan Calmes, National Archives

Panel: Lawrence D. Geller, Hadassah
Paul Banks, Columbia University
George M. Cunha, North East Document
Conservation Center (Emeriyus)

NINETEENTH AND TWENTIETH CENTURY
BUSINESS RECORDS
Potomac Room

This panel focuses on appraising business records with particular emphasis on retaining specific series for research in generic business concepts. Other aspects to be considered include accessioning and processing, restrictions on access, and providing reference on business records.

Chair: Jim Harwood, National Archives

"Appraising Applications for the NYSE"
Stephen R. Wheeler, New York Stock
Exchange

"Corporation Tax Returns"
Jim Harwood, National Archives

"Business Records"
N. Claudette John, CIGNA Corporation

Comment: Anne Van Camp, Chase Manhattan
Corporation

EFFECTIVE COMMUNICATION WITH DIFFERING
ARCHIVAL CONSTITUENCIES
Parlor C

Archival institutions have a multitude of constituencies, each requiring special attention. The panelists will focus on three different types of constituencies and discuss practical ways of addressing their individual concerns.

Chair: Tim Walch, National Archives

"Communicating With the Press"

Jill Merrill, National Archives

"Communicating with Schools and Educators"

Kathleen Roe, New York State Archives

"Communicating with Scholars and Specialized Researchers"

Edward Weir, National Archives

ARCHIVISTS AND IN-HOUSE LAWYERS
Shenandoah Room

This work shop

This workshop will focus on how to interact with lawyers from your own institution and with other lawyers, processing sensitive records, determining applicable laws and restrictions on access, avoiding lawsuits, authentication of documents, and determining what materials an institutional archives should retain and provide -- from a legal standpoint. Enrollment is limited to 25.

Instructor: Gary Peterson, United States Department
of Justice

1:00 p.m. - ANTIETAM BATTLEFIELD TOUR

Meet at Amtietam Visitors Center

9:00-10:45 Parlor C
Statewide Historical Records

10:45-12:15 Parlor C
Dealing With Congressional Colleagues

12:30-2 Lunch
Cliffside Room

2-4:45 FREE

4:45-5:15 State Caucus
Sherandoak Room

5:30-7 Reception
Stowell Ballroom
769 Washington St.